



Foreign Affairs Manual

3 FAH-1 — Personnel Operations Handbook

Change Transmittal: POH-150

Date: December 9, 2011

3 FAH-1 H-1110 DEVELOPMENT OF NEW AND REVISED PERSONNEL ISSUANCES

Changes

1. This CT issues updates to 3 FAH-1 H-1110. Paragraph c of section 1116.1 was removed to reflect changes in 2 FAM 1115.2. This is an administrative change initiated by A/GIS/DIR. No other material in this subchapter was reviewed.
2. Current changes are shown in *italic* and *dark magenta* to make it easier for the reader to identify them. However, if 50% or more of the subchapter is being revised, the *italic* and *dark magenta* can make it harder to identify changes. In those cases, normal black font is used throughout.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1111.1).
4. The office responsible for the material in this subchapter is HR/ER. Please direct questions concerning content substance and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard the old 3 FAH-1 H-1110 (CT:POH-137; 06-09-2009) and insert the new 3 FAH-1 H-1110 (CT:POH-150; 12-09-2011).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:POH-150 and initial.

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3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.